

SALARIES AND EXPENSES, ADMINISTRATIVE AND STAFF SUPPORT SERVICES

PURPOSE OF THE PROGRAM

From 1975 through 1980, appropriations under this title financed the financial, administrative, investigative, legal, and other services provided to all GSA activities by the centralized staff. Similar services were also provided to Presidential commissions and small agencies on a reimbursable basis.

This appropriation was successor to the "Administrative Operations Fund", a management fund established in 1957 to finance these services from deposits or reimbursements from benefiting appropriations or funds. In 1975, Congress enacted a direct appropriation for this purpose.

This section of the digest covers the period 1957-1980, including the AO Fund. In 1981, the account and General Management and Agency Operations were merged into a single "General Management and Administration" appropriation.

AUTHORITY FOR THE PROGRAM

The Administrative Operations (AO) Fund was initially established in the Independent Offices Appropriation Act, 1957 (P.L. 84-623 of June 27, 1956). On September 17, 1956, the Comptroller General gave approval (B-87789) to the prescribed system for administering the fund. Specific authorization for continuing the fund was provided in each subsequent annual appropriation Act through 1974. The 1975 annual Act provided for a direct appropriation, "Salaries and Expenses, Administrative and Staff Support Services" (S&E, ASSS), in lieu of continuing the fund.

HISTORY OF THE PROGRAM

When GSA was established in fiscal year 1950, enacted salaries and expense-type appropriations were transferred from other agencies and consolidated under a single "Operating Expenses, GSA" appropriation. The portion related to administrative support was reflected as a budget activity for "Executive Direction and Staff Operations" (EDSO). In 1953, Congress enacted separate appropriations in lieu of the single OE, GSA. One of these was EDSO, supporting those programs formerly contained within the OE, GSA appropriation; support for areas outside of OE, GSA remained as part of other appropriations. For 1954 through 1956, the title of this new appropriation was changed to "Administrative Operations", at GSA's request.

During preparation of the 1957 budget, several problems were encountered with the incomplete Administrative Operations appropriation, principally in its ability to support program expansion. While administrative operations support funded within such appropriations as S&CM, ESD, EOE, etc. could be kept proportionate to those programs, separate EDSO enactment often resulted in levels that were not consistent with the PBS, FSS, and NARS programs supported.

To avoid this situation and other problems in the future, GSA proposed discontinuance of the "Administrative Operations" appropriation. Instead, appropriate amounts directly supporting program operations would be restored to each GSA appropriation and fund, and the centralized administrative support for all programs and functions performed by the integrated GSA staff would be provided under an "Administrative Operations Fund" financed by deposits from benefiting accounts. This proposal was approved by the then Bureau of the Budget and the General Accounting Office, and was accepted by Congress, with certain limitations, in the Independent Offices Appropriation Act, 1957.

In the language authorizing the Fund, Congress maintained control over the general magnitude of administrative operations by placing a limitation on the total amount of deposits from GSA's annual appropriations, and a specific limitation on such deposits was also contained in each of GSA's program appropriations. These controls were repeated in each year's annual appropriation Act. The only exemption from these limitations was for reimbursable work performed for other agencies under section 601 of the Economy Act of 1932, as amended (31 U.S.C. 686). In operation, therefore, the Fund had two parts: limited deposits from appropriations made to GSA in annual Acts, and deposits from funds not appropriated to GSA, which were outside of statutory limitations.

In 1963, GSA proposed that ADP services be considered as reimbursements, and be excluded from the limitation on administrative operations, since automatic data processing was not really an administrative operation, but an integrated automation support that would otherwise have been performed by program personnel. This proposal was adopted in the Independent Offices Appropriation Act, 1963. In 1964, The House Appropriations Subcommittee reinstated ADP services under the limitation to give better control over administrative overhead costs. GSA appealed to the Senate, but the House position prevailed in conference. ADP operations remained under limitation until 1968, when the ADP fund operation was consolidated into the "Automated Data Management Services" budget activity of the OE, FSS appropriation.

In 1971, Congress put a total limitation on the Fund to "...assist and promote better management control of the activities financed through this central management fund." In considering the 1974 budget request, the House Appropriations Subcommittee indicated concern over operation of the Fund, and requested that GSA develop and provide to the Committee precise and definitive information concerning its operation.

Fundamental to management of the Fund was a system of accounting for actual costs and obligations for administrative support to the respective operating programs, as required by the authorizing legislation. Results of operations were audited by the GAO. Under this system, daily records were kept in the central and regional offices of time spent by each employee, specific costs, and where appropriate, the units of work performed in support of each operating program. These data for a completed year, when compared to program workload or costs, provided an actual cost ratio to serve as the basis for estimates in the budget year, which was then adjusted for yearly variations in operating programs and administrative operations methods or requirements. Adequacy of estimates was critical because they would constitute the Fund's total availability: it had no appropriated capital, and could not carry forward prior-year surpluses.

During execution, control of the Fund was both sensitive and meticulous since it financed operations by various Central Office staff office activities and their counterparts in 10 regions. This was required to ensure balance between income and expenditures, compatibility with enacted limitations, and the ability to meet the needs of GSA operating programs with widely varying characteristics.

In 1975, Congress replaced the Fund with a direct appropriation, "Salaries and Expenses, Administrative and Staff Support Services." This eliminated the need for complicated record keeping and estimating techniques, and resulted in one comprehensive budget to review instead of trying to reconcile administrative costs budgeted in each of the appropriations, funds, and accounts supported. Administrative operations continued to be financed by the direct ASSS appropriation until 1981, when they were merged with functions supported by GMAO into a new appropriation, "Salaries and Expenses, General Management and Administration."

PERFORMANCE OF THE PROGRAM

Activities financed by the AO Fund/ASSS appropriation varied over the years due to functional and organizational realignments and new mission assignments.

In 1962, legislative, business services, and field supervision (Regional Commissioners, now called Regional Administrators) activities were transferred to "Salaries and Expenses, Office of Administrator" to centrally finance all top-level management and related special services. Related funding was also transferred from various program appropriations.

Beginning in 1965, procurement and economic policy functions (later known as the Federal Procurement Regulations Staff) were transferred from OE, FSS to the Office of General Counsel under the AO Fund. Financing was provided by deposits from benefitting appropriations; for comparative purposes, certain tables in this section reflect this function under the Office of General Counsel beginning in 1963. In 1972, the function was transferred back to FSS; GSA Order ADM 5440.72 of November 9, 1973 then assigned it to the Office of Federal Management Policy. It was returned to FSS effective November 1, 1975.

In 1970, PBS and FSS contract compliance responsibilities were assumed by the Office of General Counsel under the AO Fund. At this same time, a new subactivity was established in the Fund for the equal employment opportunity program. In 1971, on the basis of Executive Orders 11246 and 11375, the implementation and surveillance of an effective EEO and contract compliance program required consolidation of the two functions under a single "Civil Rights" budget activity in the Office of the Administrator. Effective January 8, 1976, the Office of Civil Rights was abolished and functions transferred back to the AO Fund: EEO activities to the Office of Administration (OAD), and contract compliance to the Office of General Counsel.

Effective July 15, 1972, the Office of Audits and Investigations was abolished and separate offices for Audits and Investigations were created within OAD. In 1975, the Audit function was transferred as a separate budget activity to the new S&E, GMAO appropriation and, in 1978, Investigations was transferred to GMAO, as well.

In 1974, a new Office of Data Systems was established in OAD. Previously, this function had been performed by the Automated Data Management Services activity under OE, FSS, and by the Automated Data and Telecommunications Service financed through the ADP Fund in both cases. It continued to be financed through the ADP fund until 1977, when it became a direct S&E, ASSS responsibility. Effective July 1, 1975, personnel management services were transferred from OAD to the Services by GSA Order ADM 5440.89. GSA Order ADM 5440.101 subsequently transferred them back to OAD, effective January 18, 1976.

Overall management of GSA's centralized field duplicating services was provided by OAD, and financed by the Working Capital Fund, until October 1, 1975, when duplicating functions were transferred to FSS and remaining functions to PBS.

On August 1, 1976, all library functions of FSS and all non-technical library functions of the Federal Preparedness Agency, were transferred to OAD.

In 1978, the Office of Administration was retitled "Controller-Administration." In 1979, it was divided into two activities, "Management, Policy and Budget" and "Human Resources and Organization," to better manage the numerous functions of the old budget activity. Management, Policy and Budget was retitled "Plans, Programs, and Financial Management" in 1980.

Also in 1980, Federal Information Centers, which had been a reimbursable activity under ASSS, were consolidated with Business Service Center functions (S&E, GMAO) and merged into a new appropriation, "Public Services."

In 1981, all functions of the ASSS appropriation were merged with those under GMAO into a new "Salaries and Expenses, General Management and Administration" appropriation.

DESCRIPTION OF BUDGETARY ACTIVITIES As of 1980, the budget activity structure of the ASSS appropriation was as follows:

1. Plans, Programs, and Financial Management. Provided centralized budgeting, financial management, accounting, planning, and ADP support to GSA services and staff offices. It also provided contractor-supplied systems and programming support for the Federal Property Resources Service, Transportation and Public Utilities Service, and the Public Buildings Service. In addition, it also provided for an integrated management information system, and a comprehensive program planning, review, and evaluation function.
2. Human Resources and Organization. This activity was responsible for the planning, implementation, direction, and coordination of administrative management; personnel management, including labor relations; training; equal employment opportunity; management and analytical studies, management improvement and cost reduction; organization, delegations of authority, productivity and position management; committee management; the procurement of contractual consulting services; the GSA mobilization, emergency relocation, and national civil defense planning programs, including coordination of support services and assistance to other agencies; personnel/document security programs and physical security surveys; the GSA safety program; the GSA printing and distribution program; and regional program review.
3. Legal Services. Covered the fields of real property, personal property, archives and records, automated data and telecommunications, transportation and public utilities, stockpile acquisition and disposal, and finance and administration.
4. Board of Contract Appeals. In accordance with the Contract Disputes Act of 1978, the Board exercised jurisdiction over any dispute related to a contract for the provision of goods and services to the Government including, but not limited to, disputes clause cases regarding contract performance; appeals of disappointed bidders; and proposed debarment or suspension actions.

DEVELOPMENT OF APPROPRIATION LANGUAGE

Beginning in 1957, language was included in each annual appropriation Act to convey a limitation on the amount of funds, appropriated elsewhere, that could be deposited into the Administrative Operations Fund. Changes occurred between 1957 and 1975, when activities became a direct appropriation responsibility; language as of 1974 is below:

"Administrative Operations Fund

Funds available to the General Services Administration for administrative operations, in support of program activities, shall be expended and accounted for, as a whole, through a single fund: *Provided*, That costs and obligations for such administrative operations for the

respective program activities shall be accounted for in accordance with systems approved by the General Accounting Office: *Provided further*, That the total amount obligated in said account current fiscal year from funds made available to the General Services Administration from any source except obligations for reimbursable work performed for other agencies under section 601 of the Economy Act of 1932, as amended (31 U.S.C. 686), shall not exceed \$_____: *Provided further*, That amounts deposited into said account for administrative operations for each program shall not exceed the amounts included in the respective program appropriations for such purposes."

In the 1975 appropriation Act, Congress abolished the Administrative Operations Fund and, in its place, created a direct appropriation, Salaries and Expenses, Administrative and Staff Support Services. The original language, below, remained unchanged through 1980, when this account was replaced by S&E, GMA.

"For administrative expenses necessary in providing general administrative and staff support services within the General Services Administration, not otherwise provided for, \$_____: *Provided*, That this appropriation shall be available, subject to reimbursement by the applicable agency, for services performed for other agencies pursuant to section 601 of the Economy Act of 1932, as amended (31 U.S.C. 686)."

BUDGETARY HISTORY OF LIMITATIONS AND APPROPRIATIONS
\$(Thousands)

Fiscal -- <u>Year</u>	Estimate <u>to OMB</u>	Presidents <u>Allowance</u>	House <u>Bill</u>	Senate <u>Bill</u>	-----Appropriations Enacted-----		
					<u>Amount</u>	<u>P. L.</u>	<u>Date</u>
<u>ADMINISTRATIVE OPERATIONS FUND: LIMITATION</u>							
1957	5,181 <u>1/</u>	9,745	9,278	9,803	9,540	84-623	6/27/56
1958	11,964	11,600	10,230	10,830	10,530	85-69	6/29/57
Suppl (for pay; app'd by BoB 8/5/58)					440	85-472	6/30/58
1959	12,010	11,100	10,700	11,386	11,043	85-844	8/28/58
Suppl.	975				963	86-30	5/20/59
1960	14,016	13,000	12,500	13,000	12,750	86-255	9/14/59
1961	13,855	13,300	13,000	13,300	13,150	86-626	7/12/60
Suppl.	823	823	823	823	823	87-14	3/31/61
1962	14,992	14,864	14,269	14,864	14,566	87-141	8/17/61
1963	12,675	12,131	11,100	12,000	11,400	87-741	10/3/62
Suppl.	511	511	511	511	511	88-25	5/17/63
1964	13,050	13,965	18,150	13,580	18,150 <u>2/</u>	88-215	12/19/63
1965	22,960	21,840	19,565	21,840	20,000	88-507	8/30/64
Suppl.	850	850	850	850	850	89-16	4/30/65
1966	16,012	15,736	15,647	15,647	15,647	89-128	8/16/65
Suppl.	361	361	361	361	361	89-426	5/13/66
1967	15,600	(Revised, due to pay act, etc.)					
	21,510	21,510	16,050	16,050	16,050	89-555	9/6/66
1968	16,804	16,699	16,650	16,650	16,650	90-121	11/3/67
1969	14,080	14,165	13,700	13,700	13,700	90-550	10/4/68
Suppl.		Release of reserves under P.L. 90-364			107	91-47	7/22/69
1970	14,620	13,833	13,800	13,800	13,800	91-126	11/26/69
1971	14,800	15,397	28,500	28,500	28,500 <u>3/</u>	91-556	12/17/70
Suppl.	2,270	2,270	--	2,510	2,510	92-18	5/25/71
1972	32,205	33,337	33,000	33,000	33,000	92-49	7/9/71
1973	38,370	37,395	37,100	37,100	37,100	92-351	7/13/72
1974	45,703	44,703	40,000	44,703	42,350	93-143	10/30/73
Suppl.	1,440	1,440	1,000	1,200	1,100	93-245	1/3/74
Suppl.	2,957	2,957	2,957	2,957	2,957	93-305	6/8/74
Suppl.	50	50	--	--	--	--	--
<u>SALARIES & EXPENSES, ASSS: APPROPRIATIONS</u>							
1975	46,856	48,218	47,978	<u>4/</u> 47,978	47,978	93-381	8/21/74
Suppl.					144	94-32	6/12/75

1976	53,468	51,776	50,300	50,300	50,300	94-91	8/9/75
Suppl.	1,397	1,397	1,397	1,397	1,397	94-303	6/1/76
TRANS QTR	14,228	13,127	12,575	12,575	12,575	94-91	8/9/75
Suppl.	473	473	473	473	473	94-303	6/1/76
1977	73,125	72,219	72,219	72,219	72,219	94-363	7/14/76
Suppl.	2,954	2,954	2,954	2,954	2,954	95-26	5/4/76
1978	79,425	79,425	79,425	79,425	79,425	95-81	7/31/77
Suppl.	4,257	4,257	4,257	4,257	4,257	95-355	9/8/78
1979	93,360	91,390	87,000	91,000	90,000	95-429	10/10/78
Suppl.	3,492	3,492	3,492	3,492	3,492	96-38	7/25/79
1980	94,471	97,204	97,000	98,083	97,000	96-74	9/29/79
Suppl.	4,692	4,692	4,200	4,200	4,200	96-304	7/8/80
Furniture Rescission				- 358	96-304	7/8/80	

1/ Submitted under appropriation "Administrative Operations".

2/ Included within limitation amounts for ADP services which had been requested as non-limitation.

3/ Total limitation, now including amounts that were previously non-limitation.

4/ AO Fund limitation changed to direct appropriation, and account retitled.

FUNDS AVAILABLE, OBLIGATIONS, AND OUTLAYS
\$(Thousands)

ADMINISTRATIVE OPERATIONS FUND

<u>Fiscal Year</u>	<u>1/</u> <u>Limitation</u>	<u>Non-Limitation</u>	<u>Total Availability</u>	<u>Obligations</u>	<u>Unoblig. Balances</u>	<u>Outlays</u>
1957	9,683	2,428	12,111	12,089	22	--
1958	11,115	2,697	13,812	13,798	14	--
1959	12,400	2,728	15,128	15,091	37	--
1960	12,655	2,894	15,549	15,235	314	--
1961	10,778	5,814	16,592	16,518	74	--
1962	10,954	6,737	17,691	17,613	78	--
1963	18,198	2,748	20,946	20,806	140	--
1964	15,336	3,069	18,405	18,325	80	--
1965	15,876	4,718	20,594	20,263	331	--
1966	16,133	6,173	22,306	21,423	1,083	- 21
1967	12,512	10,131 2/	22,643	22,188	455	164
1968	12,815	11,092	23,907	23,432	475	- 605
1969	13,644	12,550	26,194	25,817	377	- 538
1970	28,153	3/ 1,221 3/	29,374	29,277	97	- 387
1971	29,745	1,504	31,249	30,830	419	- 421
1972	33,927	1,704	35,631	34,841	790	- 1,120
1973	36,622	1,732	38,354	38,184	170	- 1,707
4/ 1974	46,407	5,393	51,800	51,004	796	1,141

Salaries and Expenses, Administrative and Staff Support Services

<u>Fiscal Year</u>	<u>Appropriations</u>	<u>Transfers</u>	<u>Rcpts & Reimburs</u>	<u>Total Availability</u>	<u>Obligated During Yr.</u>	<u>Unoblig. Balances</u>	<u>Outlays</u>
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1975	48,122	- 133	554	48,543	47,141	1,402	43,917
1976	51,697	3,688	763	56,148	53,514	2,634	55,217
TRANS QTR	15,682 <u>5/</u>	809	374	17,865	17,529	336	14,434
1977	75,173	42	198	75,413	73,850	1,563	69,635
1978	83,329 <u>6/</u>	--	121	83,450	80,842	2,608	78,489
1979	93,492	- 4,254	--	89,238	86,045	3,193	83,884
1980	100,842	1,141	--	101,983	100,031	1,952	102,340

1/ Represents amounts actually deposited from appropriations: maximum that could be spent was limited to amounts included for this purpose in those appropriations, not the aggregate limitation enacted.

2/ Shift between limitation & non-limitation primarily due to payments from Bldgs Mgmt Fund for buildings management activity that had been paid from OE, PBS previously.

3/ Limitation now applies in total; "non-limitation" now represents reimbursements from other agencies.

4/ AO Fund terminated in 1974; activities for 1975 and subsequent under S&E, ASSS. AO Fund outlays continued: 1975, \$831 thou.; 1976, \$268 thou.; Transition Quarter, \$6 thou.; and 1977, \$2 thou.

5/ Includes \$2,634 thou. 1976 unobligated balances (available during Transition Quarter).

6/ For comparability, excludes \$353 thou. appropriated for Federal Preparedness Agency, transferred to FEMA.

OBLIGATIONS BY BUDGETARY ACTIVITIES \$(Thousands)							
<u>Fiscal Year</u>	<u>Financial Services</u>	<u>ADP Services</u>	<u>Administ Services</u>	<u>Legal Services</u>	<u>Legislative & Business Svcs</u>	<u>Field Supervis.</u>	<u>TOTAL Obligations</u>
<u>Administrative Operations Fund</u>							
1957	7,652	(not avail)	3,200	898	100	239	12,089
1958	7,127	1,533	3,651	1,055	141	291	13,798
1959	7,579	1,855	3,900	1,170	280	307	15,091
1960	7,260	2,269	3,997	1,142	268	299	15,235
1961	7,714	3,115	4,441	1,248	(To OE, OA in 1962)		16,518
-----Finance and Administration-----							
	<u>Financial Management</u>	<u>ADP Services</u>	<u>Management Services</u>	<u>Manpower Resources</u>	<u>Staff Direction</u>	<u>Legal Services</u>	<u>TOTAL Obligations</u>
1962	7,505	4,022	2,650	1,777	415	1,244	17,613
-----Finance and Administration-----							
	<u>Data & Fin. Management</u>	<u>ADP Services</u>	<u>Mgmt Staff</u>	<u>Manpower & Administra</u>	<u>Direction & Supervision</u>	<u>Legal Services</u>	<u>TOTAL Obligations</u>
1963	8,283	5,663	382	4,568	403	1,507	20,806
1964	10,435	(Comparable transfer to ADP Working Fund)	446	5,278	470	1,696	18,325
1965	11,329	--	621	5,916	552	1,845	20,263
-----Administration-----							
	<u>Financial Services</u>		<u>Manpower & Management Services</u>	<u>Investigat. Services</u>	<u>Direction & Supervision</u>	<u>Legal Services</u>	<u>TOTAL Obligations</u>
1966	10,834		6,119	1,988	791	1,691	21,423
-----Administration-----							
		<u>Per-</u>	<u>Admin</u>	<u>Superv and</u>	<u>Mgmt In vestig/</u>	<u>Legal</u>	<u>TOTAL</u>

Perm Positns	77	38	115	87	39	126	83	39	122	84	43	127
Avg Emplmnt	74	36	110	80	38	118	79	41	120	80	44	124
Avg Grade/Sal	GS 9.7 / \$7,541			GS 9.7 / \$7,557			GS 9.8 / \$8,349			GS 9.7 / \$8,165		

Legislative & Business Services

Perm Positns	15	--	15	15	--	15	20	9	29	21	9	30
Avg Emplmnt	11	--	11	14	--	14	19	9	28	18	8	26
Avg Grade/Sal	GS 10.0 / \$7,761			GS 10.7 / \$8,012			GS 10.9 / \$8,892			GS 10.8 / \$8,725		

Field Supervision

Perm Positns	5	20	25	6	20	26	6	20	26	7	22	29
Avg Emplmnt	3	20	23	6	20	26	6	20	26	3	21	24
Avg Grade/Sal	GS 11.6 / \$9,356			GS 11.2 / \$9,095			GS 12.0 / \$10,333			GS 12.1 / \$10,405		

TOTAL

Perm Positns	834	1,169	2,003	856	1,175	2,031	755	1,287	2,042	773	1,287	2,060
Avg Emplmnt	775	1,129	1,904	808	1,145	1,953	725	1,245	1,970	732	1,247	1,979
Avg Grade/Sal	GS 6.9 / \$5,473			GS 7.0 / \$5,541			GS 7.1 / \$6,163			GS 7.3 / \$6,256		

-----1961-----			-----1962-----			-----1963-----			-----1964-----		
<u>Dept</u>	<u>Field</u>	<u>Total</u>	<u>Dept</u>	<u>Field</u>	<u>Total</u>	<u>Dept</u>	<u>Field</u>	<u>Total</u>	<u>Dept</u>	<u>Field</u>	<u>Total</u>

Financial Services

Perm Positns	432	930	1,362	--	--	--	--	--	--	--	--	--
Avg Emplmnt	403	882	1,285	--	--	--	--	--	--	--	--	--
Avg Grade/Sal	GS 7.0 / \$6,429			--	--	--	--	--	--	--	--	--

Administrative Services

Perm Positns	224	342	566	--	--	--	--	--	--	--	--	--
Avg Emplmnt	213	330	543	--	--	--	--	--	--	--	--	--
Avg Grade/Sal	GS 7.9 / \$7,037			--	--	--	--	--	--	--	--	--

Legal Services

Perm Positns	84	45	129	83	46	129	99	48	147	96	52	148
Avg Emplmnt	80	45	125	78	44	122	89	45	134	88	50	138
Avg Grade/Sal	GS 9.8 / \$8,870			GS 9.8 / \$8,845			GS 10.0 / \$9,809			GS 10.3 / \$10,552		

Legislative & Business Services)

Field Supervision)

Included under S&E, Office of Administrator

Finance and Administration

Financial Management:

Perm Positns	--	--	--	264	767	1,031	--	--	--	--	--	--
Avg Emplmnt	--	--	--	248	713	961	--	--	--	--	--	--
Avg Grade/Sal	--	--	--	GS 7.3 / \$6,649			--	--	--	--	--	--

Management Services (excl. ADP):

Perm Positns	--	--	--	170	179	349	--	--	--	--	--	--
Avg Emplmnt	--	--	--	163	155	318	--	--	--	--	--	--
Avg Grade/Sal	--	--	--	GS 7.6 / \$6,935			--	--	--	--	--	--

ADP Services:

Perm Positns	--	--	--	74	400	474	59	455	514	(Comparative Transfer to ADP Working Fund)		
Avg Emplmnt	--	--	--	63	311	374	55	410	465			
Avg Grade/Sal	--	--	--	GS 6.2 / \$5,662			GS 6.4 / \$6,037					

Manpower Resources:

Perm Positns	--	--	--	58	160	218	--	--	--	--	--	--
Avg Emplmnt	--	--	--	56	155	211	--	--	--	--	--	--
Avg Grade/Sal	--	--	--	GS 8.5 / \$7,372			--	--	--	--	--	--

Staff Direction:

Perm Positns	--	--	--	16	33	39	--	--	--	--	--	--
Avg Emplmnt	--	--	--	14	23	37	--	--	--	--	--	--

Avg Grade/Sal	--	--	--	GS 10.7 / \$9,901	--	--	--	--	--	--	--
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Data and Financial Management:

Perm Positns	--	--	--	--	--	--	258	827	1,085	247	846	1,093
Avg Emplmnt	--	--	--	--	--	--	250	766	1,016	237	781	1,01
Avg Grade/Sal	--	--	--	--	--	--	GS 7.4 / \$7,122			GS 7.5 / \$7,504		

Manpower and Administration:

Perm Positns	--	--	--	--	--	--	179	371	550	211	381	592
Avg Emplmnt	--	--	--	--	--	--	165	343	508	186	349	535
Avg Grade/Sal	--	--	--	--	--	--	GS 8.0 / \$7,493			GS 8.1 / \$8,004		

Management Staff:

Perm Positns	--	--	--	--	--	--	34	--	34	37	--	37
Avg Emplmnt	--	--	--	--	--	--	28	--	28	28	--	28
Avg Grade/Sal	--	--	--	--	--	--	GS 11.8 / \$11,765			GS 12.5 / \$13,016		

Direction and Supervision:

Perm Positns	--	--	--	--	--	--	11	23	34	12	26	38
Avg Emplmnt	--	--	--	--	--	--	11	22	33	11	24	35
Avg Grade/Sal	--	--	--	--	--	--	GS 11.0 / \$10,624			GS 11.1 / \$11,408		

TOTAL

Perm Positns	740	1,317	2,057	665	1,575	2,240	640	1,724	2,364	603	1,305	1,908
Avg Emplmnt	696	1,257	1,953	622	1,401	2,023	597	1,587	2,184	549	1,204	1,753
Avg Grade/Sal	GS 7.4 / \$6,750			GS 7.4 / \$6,738			GS 7.6 / \$7,257			GS 8.1 / \$8,080		

-----1965-----			-----1966-----			-----1967-----			-----1968-----		
Dept	Field	Total	Dept	Field	Total	Dept	Field	Total	Dept	Field	Total

Finance and Administration

Data and Financial Management:

Perm Positns	250	830	1,080	--	--	--	--	--	--	--	--	--
Avg Emplmnt	230	810	1,040	--	--	--	--	--	--	--	--	--
Avg Grade/Sal	GS 7.5 / \$7,851			--	--	--	--	--	--	--	--	--

Manpower and Administration:

Perm Positns	201	400	601	--	--	--	--	--	--	--	--	--
Avg Emplmnt	193	377	570	--	--	--	--	--	--	--	--	--
Avg Grade/Sal	GS 8.1 / \$8,380			--	--	--	--	--	--	--	--	--

Management Staff:

Perm Positns	39	--	39	--	--	--	--	--	--	--	--	--
Avg Emplmnt	36	--	36	--	--	--	--	--	--	--	--	--
Avg Grade/Sal	GS 12.4 / \$13,721			--	--	--	--	--	--	--	--	--

Direction and Supervision:

Perm Positns	18	21	39	--	--	--	--	--	--	--	--	--
Avg Emplmnt	17	21	38	--	--	--	--	--	--	--	--	--
Avg Grade/Sal	GS 11.3 / \$12,470			--	--	--	--	--	--	--	--	--

Administration

Perm Positns	--	--	--	380	1,394	1,774	490	1,260	1,750	336	1,274	1,610
Avg Emplmnt	--	--	--	377	1,323	1,700	451	1,227	1,678	323	1,247	1,570
Avg Grade/Sal	--	--	--	GS 7.9 / \$8,563			GS 7.9 / \$8,854			GS 7.6 / \$8,946		

Legal Services

Perm Positns	93	53	146	84	54	138	84	54	138	76	56	132
Avg Emplmnt	88	51	139	74	52	125	75	51	126	73	54	127
Avg Grade/Sal	GS 10.5 / \$11,715			GS 10.6 / \$11,927			GS 10.6 / \$12,196			GS 11.1 / \$13,611		

Audits and Compliance

Perm Positns	--	--	--	--	--	--	--	--	--	212	--	212
Avg Emplmnt	--	--	--	--	--	--	--	--	--	186	--	186
Avg Grade/Sal	--	--	--	--	--	--	--	--	--	GS 10.4 / \$12,024		

TOTAL												
Perm Positns	601	1,304	1,905	464	1,448	1,912	574	1,314	1,888	624	1,330	1,954
Avg Emplmnt	564	1,259	1,823	451	1,375	1,826	526	1,278	1,804	582	1,301	1,883
Avg Grade/Sal	GS 8.1 / \$8,530			GS 8.1 / \$8,806			GS 8.1 / \$9,100			GS 8.1 / \$9,600		

	-----1969-----			-----1970-----			-----1971-----			-----1972-----		
	Dept	Field	Total	Dept	Field	Total	Dept	Field	Total	Dept	Field	Total

Administration

Perm Positns	297	1,236	1,533	305	1,214	1,519	533	1,234	1,767	599	1,180	1,779
Avg Emplmnt	306	1,243	1,549	307	1,200	1,507	502	1,188	1,690	573	1,152	1,725
Avg Grade/Sal	GS 7.8 / \$9,668			GS 7.9 / \$11,400			GS 8.3 / \$12,576			GS 8.2 / \$12,717		

Legal Services

Perm Positns	71	52	123	74	52	126	78	48	126	98	47	145
Avg Emplmnt	69	52	121	70	50	120	75	49	124	89	46	135
Avg Grade/Sal	GS 11.3 / \$15,243			GS 11.5 / \$17,730			GS 11.0 / \$17,480			GS 11.1 / \$17,542		

Audits and Compliance

Perm Positns	198	--	198	--	--	--	--	--	--	--	--	--
Avg Emplmnt	198	--	198	--	--	--	--	--	--	--	--	--
Avg Grade/Sal	GS 10.7 / \$13,068			--	--	--	--	--	--	--	--	--

Audits and Investigations

Perm Positns	--	--	--	198	--	198	(Included in Administration)					
Avg Emplmnt	--	--	--	200	--	200						
Avg Grade/Sal	--	--	--	GS 11.0 / \$15,704								

Equal Employment Opportunity

Perm Positns	--	--	--	5	8	13	--	--	--	--	--	--
Avg Emplmnt	--	--	--	2	5	7	--	--	--	--	--	--
Avg Grade/Sal	--	--	--	GS 11.3 / \$14,539			--	--	--	--	--	--

Civil Rights

Perm Positns	--	--	--	--	--	--	14	20	34	47	76	123
Avg Emplmnt	--	--	--	--	--	--	12	18	30	40	57	97
Avg Grade/Sal	--	--	--	--	--	--	GS 10.6 / \$15,501			GS 9.5 / \$14,184		

TOTAL

Perm Positns	566	1,288	1,854	582	1,274	1,856	625	1,302	1,927	744	1,303	2,047
Avg Emplmnt	573	1,295	1,868	579	1,255	1,834	590	1,254	1,844	702	1,255	1,957
Avg Grade/Sal	GS 8.3 / \$10,406			GS 8.5 / \$12,319			GS 8.5 / \$12,872			GS 8.5 / \$13,111		

	-----1973-----			-----1974-----			-----1975-----			-----1976-----		
	Dept	Field	Total	Dept	Field	Total	Dept	Field	Total	Dept	Field	Total

----- ADMINISTRATIVE OPERATIONS FUND ----- -----S&E, ASSS (Direct Only)-----

Administration

Perm Positns	561	1,201	1,762	879	1,279	2,158	730	1,301	2,031	821	1,361	2,182
Avg Emplmnt	530	1,139	1,669	749	1,137	1,886	730	1,241	1,971	758	1,328	2,086
Avg Grade/Sal	GS 7.9 / \$12,839			--	--	--	--	--	--	--	--	--

Legal Services

Perm Positns	97	46	143	108	47	155	108	47	155	314	53	367
Avg Emplmnt	93	42	135	98	47	145	100	47	147	183	48	231
Avg Grade/Sal	GS 11.0 / \$19,047			--	--	--	--	--	--	--	--	--

Audits

Perm Positns	102	--	102	103	--	103	--	--	--	--	--	--
Avg Emplmnt	99	--	99	100	--	100	--	--	--	--	--	--
Avg Grade/Sal	GS 11.3 / \$18,375			--	--	--	--	--	--	--	--	--

Civil Rights

Perm Positns	55	146	201	67	185	252	--	--	--	--	--	--
Avg Emplmnt	56	118	174	59	142	201	--	--	--	--	--	--
Avg Grade/Sal	GS 8.6 / \$13,134			--	--	--	--	--	--	--	--	--

Board of Contract Appeals

Perm Positns	--	--	--	--	--	--	17	--	17	17	--	17
Avg Emplmnt	--	--	--	--	--	--	15	--	15	15	--	15

TOTAL

Perm Positns	815	1,393	2,208	1,157	1,151	2,668	855	1,348	2,203	1,152	1,414	2,566
Avg Emplmnt	840	1,237	2,076	1,006	1,326	2,332	845	1,287	2,132	956	1,376	2,332
Avg Grade/Sal	GS 8.3 / \$13,523			GS 8.67 / \$14,663			GS 8.4 / \$15,142			GS 8.7 / \$15,879		

NOTE: After 1973, average grade and salary data available in total only.

-----1977-----			-----1978-----			-----1979-----			-----1980-----		
Dept	Field	Total	Dept	Field	Total	Dept	Field	Total	Dept	Field	Total

SALARIES AND EXPENSES, ADMINISTRATIVE AND STAFF SUPPORT SERVICES

Administration

Perm Positns	973	1,710	2,683	1,002	1,757	2,759	--	--	--	--	--	--
Avg Emplmnt	994	1,758	2,752	1,030	1,810	2,840	--	--	--	--	--	--

Legal Services

Perm Positns	280	56	336	313	57	370	107	61	168	95	54	149
Avg Emplmnt	284	56	340	317	57	374	111	63	174	102	62	164

Board of Contract Appeals

Perm Positns	16	--	16	16	--	16	22	--	22	28	--	28
Avg Emplmnt	17	--	17	16	--	16	22	--	22	32	--	32

Federal Information Centers

Perm Positns	7	127	134	7	145	152	--	--	--	--	--	--
Avg Emplmnt	8	151	159	8	172	180	--	--	--	--	--	--

Management, Policy and Budget

Perm Positns	--	--	--	--	--	--	961	1,806	2,767	--	--	--
Avg Emplmnt	--	--	--	--	--	--	1,008	1,989	2,997	--	--	--

Plans, Programs and Financial Management

Perm Positns	--	--	--	--	--	--	--	--	--	521	1,350	1,871
Avg Emplmnt	--	--	--	--	--	--	--	--	--	534	1,479	2,013

Human Resources and Organization

Perm Positns	--	--	--	--	--	--	--	--	--	351	625	976
Avg Emplmnt	--	--	--	--	--	--	--	--	--	373	692	1,065

TOTAL

Perm Positns	1,276	1,893	3,169	1,338	1,959	3,297	1,090	1,867	2,957	995	2,029	3,024
Avg Emplmnt	1,303	1,965	3,268	1,371	2,039	3,410	1,141	2,052	3,193	1,041	2,233	3,274
Avg Grade/Sal	GS 8.6 / \$16,686			GS 8.6 / \$17,892			GS 9.61 / \$21,962			GS 8.77 / \$21,859		

COMPARATIVE GROWTH OF MAJOR GSA PROGRAMS REQUIRING AO FUND SUPPORT
\$(Millions)

	<u>1957</u>	<u>1958</u>	<u>1959</u>	<u>1960</u>	<u>1961</u>	<u>1962</u>	<u>1963</u>	<u>1964</u>
<u>Public Buildings Service</u>								
Construction, Pub. Bldgs Projects Obligations	\$ 5.5	4.1	32.2	95.3	126.3	78.9	239.8	106.7
Buildings Management:								
Avg, Net Sq. Ft. Managed (Mil)	103.5	110.0	114.5	119.8	128.7	141.7	153.9	168.5
Cost of Managing space	\$ 172.1	204.2	219.9	226.1	243.0	259.2	273.4	320.9
Repair and Improvement:								
Net Sq. Ft. R&I Responsib. Obligations	111.2 \$ 45.8	114.4 76.0	114.4 75.9	115.6 53.1	121.4 61.2	128.5 62.6	144.1 64.8	156.3 76.0
<u>Federal Supply Service</u>								
Stores Stock Shipments	\$ 116.4	120.7	145.5	154.3	183.2	238.8	259.7	287.8
Non-Stores Sales	\$ 70.1	89.9	124.2	97.8	112.7	135.9	154.8	168.9
Total Procurement	\$ 635.3	716.6	834.3	862.4	1,014.4	1,187.9	1,256.7	1,550.9
<u>Natl Archives & Records Service</u>								
Records Admin. in Regional Centers (000 cu. ft)	3,888	4,143	5,561	6,171	6,549	6,640	6,991	7,115
Reference Services	2.8	3.0	3.7	4.9	5.3	5.4	5.3	5.3
<u>Transp. & Communications Service</u>								
Interagency Motor Pools:								
Sales of Motor Pool Svcs	\$ 3.7	7.4	11.0	14.4	18.7	20.9	24.5	28.2
No. of Pools in Operation	22	33	44	54	60	66	75	82
Vehicles in Use (6/30)	6,531	10,848	13,253	17,342	20,659	23,726	26,833	33,617
Communications Svcs Sales	\$ 15.5	17.1	19.3	21.3	22.7	27.1	33.7	41.8
<u>Property Mgmt & Disposal Svc</u>								
Personal Property (Acquis. Cost):								
Utilization Transfers	\$ 83.2	138.0	141.0	218.0	310.1	362.7	475.1	623.0
Donations	\$ 212.8	289.0	361.0	413.0	387.7	350.7	343.8	392.5
Sales	\$ 2	11.7	19.2	17.1	24.4	39.8	39.5	65.8
Real Property (Acquisition Cost):								
Utilization Transfers	\$ 13	43	29	33	87	97	145	178
Donations, etc.	\$ 38	41	38	96	143	191	122	171
Sales	\$ 27	80	81	320	413	442	360	340
	<u>1965</u>	<u>1966</u>	<u>1967</u>	<u>1968</u>	<u>1969</u>	<u>1970</u>	<u>1971</u>	<u>1972</u>
<u>Public Buildings Service</u>								
Construction, Pub. Bldgs Projects Obligations	\$ 155.4	132.7	84.9	68.8	55.9	26.3	167.8	20.6
Buildings Management:								
Avg, Net Sq. Ft. Managed (Mil)	177.4	185.5	190.9	195.7	198.2	203.3	207.0	212.3
Cost of Managing space	\$ 325.6	376.6	408.3	443.6	456.9	526.5	590.8	664.2

Repair and Improvement:

Net Sq. Ft. R&I Responsib.	163.7	173.4	177.6	181.9	187.2	187.0	187.8	139.3
Obligations	\$ 90.7	88.4	68.7	87.1	72.9	77.0	84.4	78.6

Federal Supply Service

Stores Stock Shipments	\$ 343.9	422.8	526.8	512.9	528.4	493.9	459.2	485.9
Non-Stores Sales	\$ 211.0	194.5	219.0	211.1	222.0	293.2	238.9	310.7
Total Procurement	\$ 1,621.3	1,808.6	2,046.0	2,054.3	2,443.2	2,148.8	2,182	1,635

Natl Archives & Records Service

Records Admin. in Regional Centers (000 cu. ft)	7,385	7,642	7,952	8,370	8,807	9,395	10,243	11,117
Reference Services	5.4	6.0	6.1	6.2	7.6	16.1	17.7	24.4

Transp. & Communications Service

Interagency Motor Pools:

Sales of Motor Pool Svcs	\$ 34.4	39.3	47.7	51.4	49.9	51.0	57.3	67.8
No. of Pools in Operation	91	94	97	99	97	97	97	98
Vehicles in Use (6/30)	39,221	46,130	48,533	49,125	51,853	51,892	55,657	59,171
Communications Svcs Sales	\$ 63.5	81.6	88.3	97.7	110.7	128.5	153.5	176.9

Property Mgmt & Disposal Svc

Personal Property (Acquis. Cost):

Utilization Transfers	\$ 676.6	617.1	643.5	644.5	595.8	635.8	751.2	920.0
Donations	\$ 407.8	429.2	285.9	290.1	320.2	360.8	399.5	419.8
Sales	\$ 69.8	71.7	58.9	62.7	72.2	81.7	74.6	70.4

Real Property (Acquisition Cost):

Utilization Transfers	\$ 242	335	153	199	174	111	12	174
Donations, etc.	\$ 221	405	297	210	290	125	126	313
Sales	\$ 260	416	344	375	303	371	91	122

NOTE: In 1975, the AO Funds was terminated, and replaced by a direct S&E, ASSS appropriation. For budget purposes, the termination is reflected in 1973.

WORKLOAD DATA FOR SELECTED OPERATIONS

<u>Fiscal Year</u>	<u>Vouchers Processed</u>	<u>Billings Processed</u>	<u>Accounting Documents Processed</u>	<u>Security Clearances</u>	<u>Mail Handled (OOO Lbs)</u>	<u>Library Services</u>
ADMINISTRATIVE OPERATIONS FUND						
1957	639,413	232,688	872,101	3,500	1,800	Not Avail.
1958	694,139	244,636	938,775	3,634	2,403	"
1959	773,898	272,768	1,046,666	5,700	2,772	"
1960	804,407	275,663	1,080,070	5,275	2,977	"
1961	958,782	310,557	1,269,339	5,856	3,060	"
1962	1,104,196	399,148	1,503,344	5,895	3,709	"
1963	1,278,796	459,126	1,737,922	5,725	3,963	7,225
1964	1,491,183	590,503	2,081,686	4,515	4,251	33,726
1965	1,799,861	720,147	2,520,008	5,795	4,577	38,883
1966	1,830,959	780,720	2,611,679	5,906	5,047	45,889
1967	1,906,900	844,034	2,750,934	5,796	5,503	49,986

1968	1,892,913	857,735	2,750,648	6,116	5,777	57,920
1969	1,901,252	966,257	2,867,509	8,074	7,121	59,354
1970	1,745,698	929,717	2,675,417	7,787	7,300	62,300
1971	1,802,138	931,907	2,734,045	5,185	--	--
1972	1,811,487	1,008,112	2,819,599	6,315	8,000	61,300
1973	2,049,260	1,007,295	3,056,555	5,500	8,000	57,800
1974	1,930,450	1,020,154	2,950,604	--	8,000	50,000

SALARIES AND EXPENSES, ADMINISTRATIVE AND STAFF SUPPORT SERVICES

				Contract Compliance <u>Reviews</u>		
1975	1,911,776	1,003,071	2,914,847	269	7,200	34,200
1976	2,151,206	1,011,491	3,162,697	1,629	7,300	15,600
1977	2,260,571	1,164,650	3,425,221	1,546	6,500	57,000